



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

Date: 5/5/14

Branda Dixon  
2439 SE 6<sup>th</sup> St  
Des Moines, IA 50315

**Date Complaint Received:** 4/22/14

**Complaint Received By:** DHS

**Complaint Description:** Complaint received by DHS concerning potential unapproved adult individuals in the home, problem with dog(s), and yelling/screaming from adults in the home.

**Rule Basis: Findings considered in accordance to Rule(s)** 110.5(1) Conditions in the home are safe, sanitary, and free of hazards, 110.5(1) All dogs and cats have annual examinations..., 110.5(6)d No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

**Findings:** Unannounced spot check conducted on 5/2/14. Interview and full spot check conducted with provider Branda Dixon. Branda reported Irene Williams (mother of her boyfriend) was residing with her. Irene has not been added to the household by application to Registration Unit and no background checks have been completed. Also present in the home was Raymond Fuller. Branda reports he is her boyfriend, is not living in the home, but comes by to visit her and his mother Irene. Irene reports watching kids during all three shifts depending on work schedules. One child being watched was present during the morning spot check.

Branda described an ongoing dispute with her neighbors regarding their dogs who were able to escape the neighbor's yard and were a problem in Branda's yard and other neighboring yards. Branda showed me areas along the bordering fence line where she has laid down landscaping ties and blocks to prevent the dogs from coming under the fence. Branda does have one dog of her own, no current vet check on file.

Branda denies any yelling or screaming at children. We reviewed her discipline policy. It shows to be consistent with State guidelines.

**Resolution:** I reviewed State policy regarding adults that have not had appropriate background checks having access to children, requirement of reporting new household members, and how her multiple shift operation would basically require any adults living or visiting the home to be added as household members. I find evidence she is not in compliance with State policy regarding household members and appropriate background checks. Branda has a current change application that was sent by the Registration Unit that can be used to report both Irene and Raymond. The application is due back to Registration by 5/5/14. I will be re-checking the residence and can monitor household members through Kindertrack to be sure both have been added. We reviewed that anyone not approved cannot be in the home during childcare hours.

I have no evidence to show non-compliance with managing stray dogs from the yard. Branda has taken steps to try controlling problems with the neighbor's dogs. I do have evidence to show non-compliance with State policy in regards to Branda's dog. A current vet check statement will be required and re-checked first week in July.

I have no evidence to support any non-compliance with improper discipline including yelling/screaming at children.

Other non-compliance items were discovered during the spot check that was in addition to the reported complaint. These are identified below and will be re-checked the first week in July.

The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. (You will need to add Irene Williams and Raymond Fuller to your household using the change application you have from the Registration Unit. Full background checks and approval need to be in place for any adults in your home during childcare hours which include almost all hours of the day and night per your report.)

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (You need to post emergency and parent contact phone numbers near your phone.)

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child. (You need to install child safety locks on your lower kitchen cabinet or move your cleaning supplies out of reach of children.)

☐ 110.5(1)e All accessible electrical outlets are safely capped. (You need to install face plates on two exposed outlets in your living room, and need to remove the electric cord from the doorway to the heater on your porch. The heater cannot be operated on the porch next winter by extending a cord through your doorway.)

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (You need to post an emergency/disaster plan next to your front and back door. This plan should include a map of your main level and clearly mark fire/tornado exits/locations.)

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). (You need to post the two no-smoking signs I shared with you next to the front and back door.)

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (You need to obtain a current vet check status for your dog. If it has been more than a year since his last check-up, an new appointment must be scheduled.)

**110.5(2) A provider file is maintained and contains:**

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years. (You need to obtain current physician signed statements of health to be kept on file for yourself and all household members. These need to be renewed every three years.)

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR. (You need to obtain current certification in CPR/First Aid.)

**110.5(8) Children's Files** (You were missing several children's files and several others needed updated forms. All children must have a current file on record with items described below.)

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before** 7/3/14.

☒ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after 7/3/14.

Please call me if you have any further questions.

Sincerely,



Earl Crow  
Child Development Home Compliance Checks  
DHS, Story County  
(515) 268-7106